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POSITION DESCRIPTION

TITLE: Spanish Interpreter Evaluator
REPORTS TO: Practice Manager and Volunteer Coordinator
TYPE Internship
START DATE: May 2024

POSITION SUMMARY

The *Spanish Interpreter Evaluator* will screen prospective Spanish Medical Interpreters to assess whether they are fluent enough to interpret in a healthcare setting. They will also gain insight into the barriers that exist in health care for uninsured people and how the social determinants of health influence our patient's lives. Additionally, the SIE will have the opportunity to develop projects with the goal of improving the Spanish Interpreting volunteer program at the Clinic.

RESPONSIBILITIES

- Improve efficiency of the Spanish Medical Interpreter Program by updating training guides and assessment protocols.
- Schedule online assessments of applicants via Zoom; determine fluency of Spanish medical terminology and interpreting skills at assessment.
- Provide orientation, training and quality control of new Spanish Medical Interpreters. Collaborate with Volunteer Coordinator to recruit new Spanish Medical Interpreters.
- Improve upon current protocol to ensure communications between patients, providers and staff does not have barriers to flow at day-to-day operations.
- Use technology and programs available to have a centralized database for new interpreters and staff to access as needed. Expand current medical terminology in database to include specialty care and scheduling terminology for daily use.
- Provide end-of-term report on projects researched, updated and implemented during internship.
- Other responsibilities as defined by the supervisor.

QUALIFICATIONS

- Applicants must be minimum 18 years old.
- Expertise and fluency in Spanish, including Spanish medical terminology, **REQUIRED.**
- Volunteer experience or interest in non-profit work and/or healthcare. Medical Interpreting experience a plus.

- Excellent oral and written communication skills, with attention to detail.
- Organized and able to manage competing priorities.
- Flexibility with schedule, able to work independently and meet deadlines.

SCHEDULE:

- 2 to 3 shifts on weekdays: 8am-12pm; 1pm-4pm, 6pm-9pm.
- Alternate or flexible schedule options available, hybrid/ fully remote position.
- Must be available to perform assessments for new interpreters at least twice per week.

ORGANIZATION

Rhode Island Free Clinic (www.riFreeClinic.org) is a nationally recognized, award-winning free clinic in Providence, Rhode Island, that provides free comprehensive primary medical, dental, vision and behavioral health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational training site for aspiring health care professional.

Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2023, the Clinic mobilized nearly 500 volunteers and community partners to provide over 10,000 patient visits to vulnerable, medically uninsured adults.

TO APPLY Submit RESUME and COVER LETTER to info@rifreeclinic.org.